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Message: New Contract Invoicing and Reporting Info

Mew Contract Invoicing and Reporting Info

From Kraft, Emily Date Friday, January 27, 2017 9:44 AM

To 'Laura Griggs'

Cc

Quarterly Expenditure Report.xlsx (20 Kb HTML) **FMC Invoice Template.xlsx** (15 Kb HTML)

Hi Laura,

Congratulations on the award of your new Alternatives to Abortion contract!

I wanted to take this opportunity to go over how the new invoicing process works, as you will no longer have the ability to generate invoices with the new Alternatives to Abortion system.

There are two forms attached to this email: the Monthly Invoice Template and the Quarterly Expenditure Form.

Monthly Invoice Form

The Monthly Invoice Form must be completed **at the beginning of each month** for that month (i.e. you will submit the February 2017 invoice at the beginning of February). Your award amount for the remainder of FY17 and the monthly award amount have been populated for you. The only fields you are able to modify on this form are the invoice number, date, service period, prior invoiced total, and quarterly expenditure adjustment. All the remaining fields are password protected and are only to be changed by me. February should be pretty simple, but if you have any questions on how this needs to be filled out, please let me know.

Quarterly Expenditure Report (QER)

The QER must be filled out at the end of each quarter (quarter ending dates are March 31, June 30, September 30, and December 31). If the QER shows that your expenditures are less than the amount paid to you for that quarter, you will enter the difference in the "Quarterly Expenditure Adjustment" field of that month's invoice (this will be a negative number, so please double check that it is). If you claim more expenditures for reimbursement than was paid to you for that quarter, you will again put the difference in the "Quarterly Expenditure Adjustment" field on the invoice (this time, it will be a positive number and will add to your "total due" field).

For example, for the months of July through September, you were paid \$75,000 total, but you only had \$67,000 in expenditures as reported on your QER. On the October invoice, you would enter - \$8,000 for the quarterly expenditure adjustment, and the total payment for that month would show \$17,000.

If you have questions as to how the Quarterly Expenditure Report needs to be filled out, **please direct** those questions to Joy Benne at (573) 751-7027. I would recommend familiarizing yourself with this form and getting your questions answered sooner rather than later.

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Case File Review Reports

I know I've already sent you an email about this, but forgot to ask you to include the date each file was reviewed in your report.

Again, if you have any questions, please let me know.

Emily Kraft

Alternatives to Abortion Program Manager Truman Building, Room 430 Jefferson City, MO 65102 Phone: (573) 522-0003

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Exenditure

	A Missouri Office Administration	-	С	D	E	F	G	Н
	FFY17 A2A Quar	terly						
1	Expenditure Rep	•						
2	3 · L	Contract						
3	Agency Name]	Number:						
4	Program Year July 1, 2 September 30, 2011	7						
5	Revenue	Federal (TANF)						
6	Revenue Request	\$ -						
7	· 1	~						
	Indirect		(Rate					
	Administrative		X					
8	Costs Calculations		Base)					
	Option							
	1: Federally							
•	Negotiated Indirect							
9	Cost Rate (FNICR)	ø	¢					
10	Application Base: Federally Negotiated	\$ -	\$ -					
11	Indirect Cost Rate (FNICR): %	0.00%	•					
	Total Indirect							
	Administrative	\$ -						
12	Costs							
13	OR							
	Option 2: 10% De							
	Minimus (use if no							
14	FNICR)							
	Application Base: Modified Total Direct	\$ -	\$ -					
15	Administrative Cost							
16		10%)					
	Total Indirect							
	Administrative	\$ -						
17	Costs							
	Direct	Federal						

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	Administrative	(TANF)	
18	Costs		
	Program Salaries and	Ф	
19	Wages	\$ -	
20	Employee Benefits	\$ -	
21	Employee Travel	\$ -	
22	Employee Training	\$ -	
23	Office Rent/Space	\$ -	
	Office Utilities	\$ -	
25	Facility Insurance	\$ -	
	Office Supplies (under		
26	\$5,000)	\$ -	
	Equipment (Capitol		
	Equipment over	\$ -	
27	\$5,000 threshold)		
20	Office	\$ -	
28	Communications		
20	Office Repairs and Maintenance	\$ -	
	Contract/Consulting	\$ -	
	Other (list):	\$ - \$ -	
31	(add other categories		
32	as needed)	\$ -	
	Total Direct	Φ	
33	Administrative Cost	\$ -	
34	Less:		
	Equipment (Capital		
-	Equipment over the	0	
35	\$5,000 threshold)	0	
35	\$5,000 threshold) Contracting/Consulting	0	
35	\$5,000 threshold) Contracting/Consulting (amount of each	0	
	\$5,000 threshold) Contracting/Consulting (amount of each contract service over		
	\$5,000 threshold) Contracting/Consulting (amount of each	0	
	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on		
36 37	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct	0	
36	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition	0 0 \$ -	
36 37 38	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct	0 0 \$ - Federal	
36 37 38 39	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct Administrative Cost Participant Services	0 \$ - Federal (TANF)	
36 37 38 39 40	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct Administrative Cost Participant Services Transportation	0 \$ - Federal (TANF) \$ -	
36 37 38 39 40 41	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct Administrative Cost Participant Services Transportation Job Training	0 \$ - Federal (TANF) \$ - \$ -	
36 37 38 39 40 41	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct Administrative Cost Participant Services Transportation Job Training Tuition Assistance	0 \$ - Federal (TANF) \$ - \$ - \$ -	
36 37 38 39 40 41 42	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct Administrative Cost Participant Services Transportation Job Training	0 \$ - Federal (TANF) \$ - \$ -	
36 37 38 39 40 41 42 43	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct Administrative Cost Participant Services Transportation Job Training Tuition Assistance Contracted Residential Care	0 \$ - Federal (TANF) \$ - \$ - \$ -	
36 37 38 39 40 41 42 43 44	\$5,000 threshold) Contracting/Consulting (amount of each contract service over \$25,000) Other based on definition Modified Total Direct Administrative Cost Participant Services Transportation Job Training Tuition Assistance Contracted Residential	0 \$ - Federal (TANF) \$ - \$ - \$ -	

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46	Housing Assistance	\$ -	
47	(add others as needed)	\$ -	\$ -
48 49	Total Participant Costs	\$ -	
50			
	I hereby certify that the taken from the original Account and that budges valid and consistent with	al Books (t amount	of s are
51	the contract		
	Signature of Authorized	Date	
52	Representative of [Insert Agency Name]		
53	[msert rigency reame]		
54			
55			
56			
57			
58			
59			
60			
61			

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Invoice

	A	В	С	D E Alternatives to Abortion		н	I J	K	L	M
1 2				<u>Invoice</u>						
3	Contract #	CS170042003			Vendor Name:	Faith	Mater	nity C	are	
	Vendor Number:	13421808001/N	1B0009954	8	Vendor Address:		Lake D	r		
5 6						Fulto 6525	n, MO 1			
	Bill To:	Office of Administration								
8		Commissioner's Office 201 W.								
9		Capitol Ave, Room 125 Jefferson City, MO								
10		65101								
11	avoico.									
	nvoice Number:									
	nvoice Date:									
	Service									
	Period:									
15 16										
10	Total		Prior	Monthly						
	Contracted		Invoiced	Award						
17 18	Allocation		Total	Amount						

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19 \$ 37,029.17	\$ - \$ 7,405.83
20	
Quarterly	
expenditure	\$ -
21 adjustment:	
22	
23 Total Due:	\$ 7,405.83
24	
Allocation	¢ 20 C22 24
25 Remaining	\$ 29,623.34
26	
27	
28	
29	
30 Signature:	
31	
32	
33	
34	
35	